

Introduction:

The Utah State Legislature passed HB86 during the 2004 legislative session. This bill sponsored by Representative Kory M. Holdaway, reduces the annual enrollment fee for the Primary Care Network Program from \$50 to \$25 per year for those people that fall below 50% of the federal poverty guidelines.

Utah plans to implement the reduction in the enrollment fee on July 01, 2004.

Additions or changes to the operational protocol are underlined.

3.7 Enrollment and Disenrollment

- 3.7.1 Enrollment. Individuals may be enrolled in the PCN and CAW programs only when the enrollment caps have not been reached. To be enrolled in PCN or CAW, an eligible spouse who was not included in the initial coverage will be required to complete an application when the enrollment caps have not been reached and the Department is accepting new applications.

At time of application, applicants will be given information about the PCN and CAW programs including the eligibility requirements, the scope of services, the co payments, and the enrollment fee. Once it has been determined that an individual or legally married couple meet the eligibility requirements for enrollment in the PCN or CAW Program, the eligibility worker will notify the applicant that an enrollment fee must be paid before any coverage can be authorized. PCN or CAW applicants will not be asked for the enrollment fee any time prior to the time their eligibility has been determined. The enrollment fee for individuals and legally married couples who receive cash assistance under the General Assistance Program through the Department of Workforce Services is \$15. The enrollment fee for individuals whose countable income is less than 50% of the federal poverty guidelines is \$25. For all other individuals or couples, the annual enrollment fee is \$50.

Demonstration II populations will not be charged an enrollment fee.

- a) The enrollment fee must be paid within 30 days of the mailing date of the notice informing the applicant that the enrollment fee must be paid.
- b) If the enrollment fee is not paid within the required time frame, the enrollment or re-certification will be denied.

- c) One enrollment fee covers an individual or a legally married couple for the full twelve month certification period. When an eligible spouse is added to the PCN or CAW coverage during the certification period, the enrollment fee that has already been paid will cover the spouse until the next regular re-certification.
- d) The eligible individual or legally married couple must pay the enrollment fee at the time of the initial enrollment and at each 12 month re-certification.
- e) If the fee is paid, the application will receive final approval and a second notice will go out stating that it has been approved. A medical card will be mailed concurrent with the notice.
- f) If the fee is not paid, the application will be denied. A written notice will be sent which indicates that the application has been denied for failure to pay the enrollment fee.
- g) No portion of the enrollment fee will be refunded if the PCN case closes before the end of the twelve month certification period.
- h) If an enrollee loses PCN or State Plan coverage eligibility for 30 days or more during any 12 month enrolled period, the individual must re-apply when the enrollment caps have not been reached and pay another enrollment fee upon acceptance. A new 12 month eligibility period will be established at that time.
- i) A PCN enrollee who is closed because they become eligible for another Medicaid program, can be re-enrolled in PCN when the other Medicaid program closes if there has been no break in coverage between PCN and a Medicaid Program. The individual does not have wait for a time when the enrollment caps have not been reached to be re-enrolled. They are not required to pay a new enrollment fee when it is within the same 12 month certification period.
- j) A PCN recipient does not have to pay another enrollment fee during the 12 month certification period if the case closes and is reopened before the end of the month following the closure.